



# THE TOWN OF ALBION

P.O. Box 27 Albion, Indiana 46701

Telephone (260) 636-2246

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Gateway To The Chain O' Lakes State Park

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## Internal Job Posting

### PART TIME CEMETERY & PARKS MAINTENANCE LABORER ACCEPTING APPLICATIONS UNTIL FILLED

#### Open Position – Part Time Cemetery & Parks Maintenance Laborer

Under the general direction of the Parks & Cemetery Superintendent, performs work to include, but not limited to: mowing, raking, shoveling, weeding, power washing, trash collection, facility cleaning, facility maintenance, painting, and sweeping. The position will work up to 28 hours per week, and other work assignments outside of the cemetery, but for the good of the Town may be required.

Part-Time Maintenance Laborers may under the supervision, training, and permission of the Parks & Cemetery Superintendent may use vehicles, mowers, gas-powered blowers, and weed eaters, power washers, and hedge trimmers.

#### Distinguishing Features

- Part-Time Personnel are required to report all problems, safety issues, and risk management issues to the Parks & Cemetery Superintendent immediately.
- Part-Time Personnel are expected to complete all daily work assignments, and paperwork thoroughly, honestly, effectively, and efficiently.
- Part-Time Personnel are expected to greet all visitors, and guests on any Town-Maintained Property in a friendly, and courteous manner, in order to provide the best possible service around.
- This position requires flexibility in scheduling as necessary, and may require work assignment to another Town-Maintained facility outside of the Cemetery.
- Part-Time Personnel can expect a variety of weather-related working conditions including, but not limited to: wet, humid, hot, and cold weather environments. All dangerous inclement weather may result in early dismissal from work assignments.
- This position requires a degree of autonomy, and Part-Time Personnel are expected to perform work assignments while unsupervised in an effective, efficient manner, and be able to communicate well with other employees of the Town in a Team-based environment.

#### Knowledge, Skills, Abilities, and Typical Tools & Equipment Used

- Must exercise excellent judgment in completing work assigned while ensuring the enjoyment, and safety of citizens utilizing Town-Maintained properties.
- Must conduct themselves in a manner (language, behavior, or clothing) that is not offensive to visitors, or guests.
- Perform all work with extreme caution, and care with personal safety a priority; and secondarily a concern for monuments, and remembrance tokens while working at the cemetery.
- Cooperate, and treat all co-workers, and citizens with due respect.
- A service-oriented philosophy for Municipal Government is required.
- General operation knowledge of: zero-turn mowers, weed eaters, power blowers, power washers, hedge trimmers, UTVs & ATVs.
- Ability to arrive at the Cemetery & Parks Maintenance facility located at Valley View Park at the regularly scheduled time.

*Interested Parties should contact the Albion Town Manager, or Albion Parks & Cemetery Superintendent at (260) 636-2246, [albiontownmanager@yahoo.com](mailto:albiontownmanager@yahoo.com), [albionparks@frontier.com](mailto:albionparks@frontier.com), or pickup an application at the Albion Town Hall, 211 E. Park Dr. Albion, IN. 46701 Monday-Friday 8AM-4PM*